

1 March 1977

MEMORANDUM FOR: See Distribution

SUBJECT: Regulation on Official Reception and  
Representation Expenses

Attached is an advance copy of the subject regulation  
which was approved by the Acting Director of Central  
Intelligence today.



Assistant to the Deputy Director

STATINTL

Attachment:  
Approved Regulation

Distribution:

ADCI	Comptroller
DDO	General Counsel
DDI	Legislative Counsel
DDA	Inspector General
DDS&T	A/DCI (Mr. Falkiewicz)
ADDO	Executive Secretary
ADDI	AO/DCI
ADDA	SSA/DDA
ADDS&T	D/EEO
D/DCI/NI	

HR \_\_\_\_\_

OFFICIAL RECEPTION AND REPRESENTATION EXPENSES

A. Purpose

STATINTL This regulation prescribes criteria and procedures for the payment of Official Reception and Representation Expenses incurred by the Office of the Director of Central Intelligence and components under his control, including expenses of cooperating U.S. Government officials and private U.S. citizens at meetings concerned with the official functions of the Central Intelligence Agency. It does not cover operational entertainment in the United States or overseas which is authorized by

[REDACTED]

B. Definitions

1. Official Reception and Representation Expenses -- Direct costs incurred to extend courtesies and amenities to Designated Officials and Persons who can aid or facilitate accomplishment of the DCI's duties and responsibilities.

2. Courtesies and Amenities -- Activities which manifest respect and consideration and are conducive to comfort, convenience and the establishment of personal relationships; they include, but are not limited to, receptions, breakfasts, luncheons and dinners.


3. Senior Agency Officials -- The DCI, DDCI, Deputy to the Director for National Intelligence, Deputy and Associate Deputy Directors

for Operations, Administration, Intelligence and Science and Technology, Heads of Independent Offices, the Assistant to the Director, and those Chiefs of Station designated by the Director of Central Intelligence.

4. Designated Officials and Persons --

a. Foreign officials or foreign private citizens determined by a Senior Agency Official to be entitled to the extension of courtesies and amenities.

b. U.S. Government Officials -- Civilian officials at an executive pay level or in GS Grade 17 or above or equivalent grade or position, military officers of equivalent rank or position

 Members of Congress and Staff Directors and senior staff members of Congressional committees or subcommittees.

c. State and Local Government Officials and U.S. Private Citizens, including members of the news media, determined by a Senior Agency Official to be entitled to the extension of courtesies and amenities.

5. Host -- The Agency official present who extends the courtesies and amenities to a Designated Official or Person.

6. Sponsor -- The Agency official who requests and/or arranges the extension of courtesies and amenities.

C. POLICY

It is the policy of the Director of Central Intelligence that the expenditure of funds appropriated for official reception and representation expenses is authorized on behalf of a Designated Official or Person to

provide an atmosphere through the extension of courtesies and amenities that will further or facilitate accomplishment of the Director's duties and responsibilities. The payment of expenses for functions and activities on behalf of a Designated Official and those in his or her party, as well as Agency personnel invited to attend, is appropriate and will be approved by the Executive Secretary under the following criteria:

1. The activity or function must be authorized by a Senior Agency Official designated in paragraph B3 above.
2. The activity or function must be for or on behalf of a Designated Official or Person as defined in B4 above.
3. The primary purpose of the function or activity must be to establish or promote a relationship which will further or facilitate accomplishment of the Director's duties and responsibilities.
  - a. In this regard, payment is not authorized for any expenses incurred in the conduct of routine business or meetings except as expressly authorized in this paragraph. Whether the conduct of business or meetings is routine depends on its frequency, the reason for its occurrence, and the nature of the business or subject matter discussed. For example, regularly scheduled interagency meetings are routine for purposes of this regulation while infrequent meetings with Members of Congress or the Cabinet at CIA Headquarters are not.

b. If requested by a Senior Agency Official, the payment of expenses is authorized for light refreshments, such as non-alcoholic drinks and donuts, at interagency meetings attended by a Designated Official or Person, or at retirement or awards ceremonies or special conferences attended by primarily non-Agency personnel.

4. Payment is authorized for official representation and reception expenses incurred in the field, subject to the conditions outlined in this regulation, for functions or activities on behalf of a Designated Official or Person in categories B4b and c only. Operational entertainment in the field will continue to be handled under other authority (see Paragraph A).

5. The payment of expenses is not authorized for functions or activities attended solely by Agency employees or individuals whose services are funded in whole or in part by the CIA or one of its proprietaries, or for whose service CIA reimburses another Government agency or private organization. This prohibition does not apply to functions for or on behalf of individuals serving as consultants under

STATINTL

6. The authorization required by C1 and the determinations made under B4a and c, as required by C2, may not be delegated.

D. PROCEDURES

1. Annually, as a part of the budget planning effort, each Deputy Director and Independent Office Head will provide the Administrative Officer of the DCI an estimate of the amount of money needed by his organization in the budget year for the purposes set forth herein. Any significant increases in the cost incurred in the current year will be fully explained. The consolidated Agency estimates will be incorporated in the budget estimate of the O/DCI.

2. Upon receipt of the allotment from the Comptroller at the beginning of each fiscal year, the AO/DCI will advise each Deputy Director of his proportionate share of these funds for planning purposes and will maintain records to account for the drawdown of funds by Directorate or Independent Office during the year. AO/DCI is authorized to reallocate these funds among Directorates and Independent Offices if actual expenditure rates deviate sufficiently to justify such action.

3. Expenditures will be authorized and recorded in the following manner:

a. All expenditures will be charged to a DCI FAN account established for this purpose.

b. When a Senior Agency Official concludes that the expenditure of Government funds is appropriate in accordance with the criteria established in Section C, Policy, above,

and the estimated cost exceeds \$50.00, he will initiate a request (form attached) for certification of the availability of funds and approval of the function through the AO/DCI (for certification of availability of funds), to the Executive Secretary, DCI, who is designated the single senior officer delegated the authority to approve these expenditures on behalf of the DCI.

c. Functions or activities which meet the criteria prescribed in Section C, above, but whose estimated cost is less than \$50.00 do not require certification of the availability of funds nor the Executive Secretary's advance approval.

d. In each instance the sponsor (who may or may not be the host) of the function will assume responsibility for the payment of the costs incurred. The sponsor may claim reimbursement by submitting Form 264 with the authorization form attached to the AO/DCI or may request an advance by submitting Form 281 with the authorization form attached to the AO/DCI. Claims or advances for functions exceeding \$50.00 will be handled individually. Individual claims for functions costing less than \$50.00 may be submitted to the AO/DCI collectively provided the total does not exceed \$100.00

4. The AO/DCI shall submit quarterly reports through the Executive Secretariat to the DDCI on the expenditures authorized

herein. Such Reports shall reflect expenditures by major component and Independent Office at Headquarters and at [REDACTED] Foreign field stations. Such reports shall also reflect and explain any deviations from the provisions of this regulation.

STATINTL



MEMORANDUM FOR: Executive Secretary

THROUGH : Deputy Director, \_\_\_\_\_ (if appropriate)  
Administrative Officer, DCI

SUBJECT : Request for Approval to Incur Expenses  
Under HR-

1. Approval is requested to incur expenses allowed under  
HR-\_\_\_\_\_.

2. I believe the expenditure of appropriated funds is  
authorized under HR\_\_\_\_ for the costs for (reception, meals,  
coffee, \_\_\_\_\_ on \_\_\_\_\_ for the purpose  
(other) (date)  
of \_\_\_\_\_.

3. Senior government officials present including their grade,  
title and unit affiliation will be:

4. Other U.S. Government employees present will be:

5. Non-U.S. Government officials present will be:

6. I certify that the attendance of \_\_\_\_\_ (name of Designated Official or Person) has been requested and that the function will further or facilitate accomplishment of the DCI's duties and responsibilities.

7. The estimated cost of this function is \_\_\_\_\_.

\_\_\_\_\_  
(Requestor)

APPROVED:

\_\_\_\_\_  
Deputy Director, \_\_\_\_\_

I certify the availability of funds in the amount indicated in Paragraph 7.

\_\_\_\_\_  
Administrative Officer, DCI

APPROVED:

\_\_\_\_\_  
Executive Secretary